

## Leave for the Visually Impaired

### Introduction

An employee with a disability (as defined by relevant law) is granted a leave of absence with full pay to attend a training program to acquaint the employee with an assistance dog.

### Approval

The employee should report the number of hours used in the agency Employee Time Accounting system and submit it to management for approval.

### Time Period

The employee is entitled to a maximum of ten (10) working days of leave in a fiscal year. This leave is in addition to other leave the employee is entitled to receive.

### Request for Emergency Leave

Employees must complete the Special Leave Request form for Emergency Leave (70-275-E). If the employee is unable to complete the form, his/her supervisor may complete and submit the form on the employee's behalf.